



PCAsia Program on Parliamentary Diplomacy

Handbook

Fourth Intake 2022

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Introduction to the PCAsia-PPD

Training Rationale

Parliamentary Diplomacy has become an important tool to help Parliaments to address regional and global challenges.

The PCAsia Program on Parliamentary Diplomacy (PCAsia-PPD) aims to strengthen the capacity of parliamentary staff in the region to better support their parliaments engage in this relatively new, but increasingly necessary, form of diplomacy.

Learning Objectives

Trainees that have successfully completed the PCAsia-PPD training will be able to prepare effective memoranda, and to assist in the creation of draft resolutions on a variety of subjects related to international relations and foreign affairs. Trainees will be able to demonstrate an increased awareness of international relations, foreign affairs, international law, parliamentary processes and the workings of certain inter-parliamentary organizations, particularly as they relate to the above mentioned parliamentary diplomacy documents.

Learning Outcomes

Trainees completing the PCAsia-PPD program will be able to better support parliamentarians to actively engage in diplomatic discussions and debates on the regional and international scenes.

About this Handbook

This handbook is a basic guide to be used by trainees participating in the PCAsia-PPD. Trainees should use it as a reference to help them to write the parliamentary diplomacy documents introduced during training, namely memoranda, country position papers, draft resolutions, speeches and final declarations.

Blended Learning in the PCAsia-PPD

PCAsia and Blended Learning

Starting in 2019, the Parliamentary Centre of Asia (PCAsia) has used digital tools and pedagogical techniques to deliver training at a distance, in combination with live or face-to-face training. This combined method of technology enhanced training is called Blended Learning. PCAsia has applied these Blended Learning methods in a number of our programs, including the PCAsia Program on Parliamentary Diplomacy (PCAsia-PPD).

Blended Learning in the PCAsia-PPD

There are three modules for the PPD Program.

Module 1 comprises two weeks of face-to-face training in Phnom Penh and one week of hybrid learning when the training is online (with some trainers present in Phnom Penh and the trainees at their posts in their respective parliaments). All of the sessions in Module 1 are led by regional and international experts who provide: experience sharing on parliamentary diplomacy, guidance on what is contained in diplomatic material such as country position papers, speeches and resolutions and the steps for producing such document. Participants receive readings and course materials on an online learning platform (Moodle).

Module 2 consists of a 4-week online (distance) practical training to equip trainees with a set of skills to draft country position papers for parliamentary delegations. Building upon the knowledge the trainees have acquired in Module 1. PCAsia Facilitators provide practical training on the preparation of country position papers for parliamentarians. During each week, two training sessions of one-two hours each are organized through Zoom with the PCAsia Facilitators, on **Monday morning from 10:00 am ICT** (and if Monday is a public holiday, it will be Tuesday at the same time) and **Thursday 10:00 am ICT**. Additional sessions with international experts likely take place in the afternoon to accommodate their availability. Participants are also required to work by themselves for an additional four hours/week to complete assignments or to review materials.

Module 3 is a one-week simulation exercise of AIPA meetings, where participants work on consensus building, applying the knowledge and skills they have acquired during the training.

Trainees are required to complete two main “assessment tasks”, which are the writing and presentation of a memo providing the country’s position within the theme carried in the simulation exercise.

The memo providing the country’s position will be assessed based on the following RUBRICS:

- **Learning Outcome 1: Diplomatic Writing Skills**
Information is presented clearly, efficiently, and within a logical structure
- **Learning Outcome 2: Appropriate Diplomatic Language**
Appropriate use of formality, wording and tone is used for specific parliamentary diplomacy communications, such as speeches, memos and resolutions
- **Learning Outcome 3: Accurate and Research-Informed**
Contains accurate (and properly cited) restatements and summaries of key information from a range of different sources
- **Learning Outcome 4: Subject-Knowledge**
Knowledge of relevant subject matter is used to convincingly support claims

For each of these criteria the PCAsia Blended Learning facilitator will explain to the trainees if their task needs improvement, or if it is satisfactory, good, very good, or excellent.

This feedback and assessment will be given in Moodle and/or through emails. PCAsia will not give trainees a grade or give them any points at the end of the course. Rather, the facilitators will write feedback about their work and give suggestions for improvement.

After the completion of the PCAsia-PPD, each participating trainee will receive a narrative Final Assessment that will also be shared with their institution.

Example of Blended Learning Session

A blended learning online session lasts one week, and most are designed to complement a related session of face-to-face training.

Moodle is the main tool where course materials, discussion and assignments can be found. This and the additional tools used during the course will be covered during the first Blended Learning session.

- The materials for each session will be uploaded to Moodle on the Friday before the session week (three days before)
- It typically begins with a review of source materials, which often include a video and reading from articles, journals or PCAsia publications, especially *An Atlas of Parliamentary Diplomacy*. Sometimes the video features a short single topic lesson from a face-to-face expert instructor, and other times it comes from an outside source.
- Next comes a practical teaching segment that introduces or further develops a practical skill also featured in face-to-face training. This might include teaching directly from expert instructors, from external sources, or from PCAsia training guides and manuals.

- During the session, quizzes and group discussions are introduced to assess how well the trainees are absorbing the material, and to let the PCAsia blended learning facilitators know what or who might require more attention going forward.
- The final segment is a practical task in which participating trainees are asked to produce a memorandum on a particular topic.
- After a trainee submits his or her task, the facilitator(s) offers timely feedback using a digital rubric and comment form. The trainee will use the advice and encouragement from the blended learning facilitator(s) to work towards a superior result during the next session of Blended Learning.
- Each session has a feedback form within Moodle. Trainees are requested to use this form each session to provide feedback that will be used for further improvement of the course.

Commitment Required

The PCAsia-PPD requires both time and effort on the part of participating trainees. Trainees are expected to dedicate six hours each week to their blended learning studies, but there are no fixed classroom times. For some tasks, it may be necessary to work together in groups or teams, and so coordinating times for collaborative work with other trainees is an important part of the course.

If you are facing a special situation, or if you require assistance or clarification about anything, please contact your PCAsia blended learning facilitators. We want you to succeed, and so we will work with you to overcome any challenge you might be facing.

Key Terms of Parliamentary Diplomacy

Agreement: an arrangement or promise to do something, made by two or more people, organizations or governments

AIPA: the ASEAN Inter-Parliamentary Assembly (AIPA) serves as the center of communication and information among ASEAN Member Parliaments

ASEAN: the Association of Southeast Asian Nations (ASEAN) is a regional grouping that promotes economic, political, and security cooperation among its ten members: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam

ASEM: the Asia-Europe Meeting (ASEM) is an informal forum for dialogue and cooperation, bringing together 53 partners from across Europe and Asia to provide a platform for fostering political dialogue, strengthening economic cooperation and tackling global challenges together

ASEP: the Asia-Europe Parliamentary Partnership (ASEP) Meeting is part of the overall Asia-Europe partnership process, serving as a forum for interparliamentary contacts, exchanges and diplomacy among parliaments, and to promote mutual understanding among Asia and Europe

Bilateral: affecting or involving two parties or two nations

Customary Law: the body of practice recognized by the courts that replaces or supplements the written law. The legal value of customary legal rules comes from a consistent and legally binding practice.

Dialogue: formal talks between countries, political groups, etc.

Diplomacy: International life includes a permanent conversation between sovereign States. This conversation is called diplomacy. There is a need to understand and to be understood. Force is not the endgame; there are rules and recognition of other's interests, obtained through participation in decisions.

Foreign Policy: activity a State deploys to interact with other States and international/regional institutions to promote its interests and to manage issues of mutual concern (stability, free and fair trade, crisis management, issues of mutual concern, treaties and alliances). Diplomacy is the main tool of foreign policy.

Geo-economics: a way to reach political objectives through economic means: access to natural resources (hydrocarbons, rare earths), sanctions, and extra-territoriality of national law.

Geopolitics: a method of analysis of the interaction between territory and policy of a State/non-State actor. The knowledge of maps is fundamental for understanding the strategy of the actors. Mental maps mean the perception of the actor on a specific territory of specific concern for him or her.

International Law: the set of legal norms or rules that apply between sovereign States and other subjects

International Organization: this broad term may refer to two quite distinct types of organizations that operate in more than one country: intergovernmental organizations and non-governmental organizations

International Relations: the relations of States with each other and with international organizations

International System: refers to relations between States, and is the framework of international relations; it works better when major powers support a multilateral approach and it is in jeopardy when bilateral behavior is dominant. Regional groupings such as ASEAN or the EU are a way to organize international relations at the regional scale. When efficient, they contribute to strengthen the international system.

Multilateral: involving three or more groups, especially the governments of three or more countries

Parliamentary Diplomacy: This is a rather new concept that refers to the diplomatic activities of parliamentary assemblies as a whole or by some of their members in the realm of international relations. It is complementary to sovereign or executive diplomacy and an integral part of foreign policy.

Regional Groupings: such as ASEAN or the EU, they are a way to organize international relations at the regional scale. When efficient, they contribute to strengthen the international system.

Resolution: acts taken by an international organization, the word "resolution" covers the following two terms:

recommendations; addressed to one or more addressee and implying an invitation to adopt a specific behavior, action or abstention;

decision; this term is usually reserved for binding unilateral acts.

Tariff: a tax on imports or exports between sovereign states

Treaty: an international agreement concluded between States and/or international organizations in written form and governed by international law, whether embodied in a single instrument or in two or more related instruments

Transnational Issues: issues which can be addressed not at the national scale of individual States but at a regional or global scale, such as climate, gender, international trade, security, sustainable development, the rule of law

Truce: an agreement to end fighting

Unilateral: done or decided by one country, group, or person, often without considering what others think or want

Useful Links for Parliamentary Diplomacy

Below are links to sources of useful information on Parliamentary Diplomacy.

Parliamentary Diplomacy in the ASEAN Context

<https://pic.org.kh/index.php/en/atlas/diplomacy.html>

A Dictionary of Diplomacy, Second Edition

http://www.kamudiplomasisi.org/pdf/kitaplar/_adictionaryofdiplomacy.pdf

Agora - Parliamentary Diplomacy

<https://agora-parl.org/resources/aoe/parliamentaryinstitution/parliamentary-diplomacy>

Speech Writing in Perspective

<https://fas.org/sgp/crs/misc/98-170.pdf>

ASEM 12 Information Board

<https://www.aseminfoboard.org/events/12th-asem-summit-asem12>

Cambodia's ASEM Chairmanship 2020: Small Country with Big Tasks

<https://www.asianvision.org/new-events/2019/9/6/official-book-launching-cambodias-asem-chairmanship-2020-small-country-with-big-tasks>

Mekong Connect from the Asian Vision Institute

<https://www.asianvision.org/mekong-connect>

Diplomatic Language: An Insight from Speeches Used in International Diplomacy

<https://pdfs.semanticscholar.org/1f1e/44333776e29bbde431e9f4da72d1e9dc6d4a.pdf?ga=2.256171467.1318697721.1582855336-713579188.1582855336>

The Role of Parliamentary Diplomacy in Foreign Policy

<https://www.foreignpolicyjournal.com/2011/10/22/the-role-of-parliamentary-diplomacy-in-foreign-policy/>

On the Value of Parliamentary Diplomacy

https://www.researchgate.net/publication/216769998_On_the_Value_of_Parliamentary_Diplomacy

Essential Parliamentary Diplomacy Documents

The work of parliamentary diplomacy involves a number of important documents. Some, like memoranda and country position papers, are usually written by Parliamentary staff in advance of meetings and events. These documents inform representatives and Members of Parliament about important issues or about their country's perspective on those issues. Other documents, for example draft resolutions and final declarations, are the result of work done by representatives and MPs during parliamentary diplomacy meetings, though parliamentary staff often play a supporting role.



The European Parliament, the legislative branch of the European Union

<https://pxhere.com/en/photo/743555>

Memorandum

A memorandum, or memo, is a statement of facts and related arguments. It should be clear, direct and concise, and not include too many small details. It should use simple language and avoid technical jargon when possible. It should be polite, but doesn't need to be overly formal.

Context

In parliamentary diplomacy affairs, a memorandum is used as a diplomatic correspondence to communicate important information, discussions or agreements among states, entities or bodies. A memorandum is sometimes written following a conversation, discussion or agreement in order to provide a summary or detailed information about them. A memorandum is also written to support a claim or establish a case, explain policy options, make a proposal or give an interpretation of a clause or section in relation to a treaty.

Things to Consider

- What is the specific context where this memorandum has to be presented? (international or regional institutional meeting? AIPA, IPU, APPF, etc.)
- What is the purpose of this memorandum?
- Who is the recipient? And what is their relationship to the sender?
- What is the subject of this memorandum?
- What are the main statements or issues this memorandum will seek to address?
- What are the supporting facts or detailed information to communicate with the recipient?
- Why does this subject or issues matter to the recipient?
- Do you want to suggest or request any proposal, next steps or actions in this memorandum? What are they?

Suggestions

Form the context of your memorandum. Think about the subject, the scope and the purpose of your memorandum. Identify materials related to the subject of your memorandum and review them. Identify key statements, facts and information to support it.

Format

Below you can see a general format for a memorandum. Of course, different Parliaments and organization may have their own formats with some small differences.

Title

(Capital letter- Centered at the top of the page)

MEMO(RANDUM)

Heading

To : *(Recipient's full name without title or position-Mr, Ms, Dr etc.)*
Font format:: Arial/Times New Roman \updownarrow *Line spacing up to 1.5*

From : *(Your full name, Position)*
Font size ::12 \updownarrow

Date : *(In full form: 7 June, 2019)* \updownarrow

Subject: *(Clear, Specific, to the point)*

Space between each section

NOTES:

1. Don 't use bullet points
2. Don 't use pronouns "I, you, we, etc."
3. Align the text to the left
4. Do NOT indent paragraphs
5. Use a Subheading to start new sections of ideas
6. Make Subheadings bold or underlined
7. Write simple sentences, avoiding complex language and jargon

Body

Introduction

States the general problem or main idea: A short brief containing an insight into a particular topic

Give an overview of what is likely to be discussed, relevant documents/organs

Grabs the reader's attention

Space between each section

Statement of facts

States the facts or discusses the problem or issue: Provides information and the reason you are writing

FOR EXAMPLE: ...information about recent developments

Space between each section

Argument

Explains importance or relevance of facts/key ideas: Supports your position or explains benefits to reader

Headings, lists, tables or graphs are often used to make the information more readable.

Space between each section

Conclusion

Summarizes the main idea, suggests or requests action

Mentions next steps and deadlines: Memos end with a call to action or asks for action

<https://bitlylink.com/x6QiQ>

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Referencing

In-text citations and a reference list are required for writing a memorandum. This is to support the statements of facts and build solid arguments and analysis you include in the memorandum. There is no specific limit in the number of citations/references to be used in a memorandum. However, for this course exercise, 5-10 citations or references are recommended.

For more information on how to cite and reference material from difference sources, please refer to Annex 2: PCAsia Citing and Referencing Guidelines, page 37.

Example

For an example of a parliamentary diplomacy memorandum, please refer to Annex 1, page 24.

Country Position Paper

A country position paper, or country position memo, shows your country's unique understanding of the issue being discussed, shows your country's previous relationship with the topic (preferably with relevant examples) and shows policies and ideas that your country would like to see in a draft resolution or final declaration.

As position papers are sometimes limited to one page, a minimum of one paragraph should be devoted to each of the aforementioned goals, and there should be clear transitions from paragraph to paragraph.

<https://www.wisemee.com/how-to-write-a-mun-position-paper/>

Context

It helps to keep in mind that you will not get support or pass a resolution alone. It is only if other countries see the topic the same way you do, that they will want to join you to implement your proposed solution.

Things to Consider

- Who is in charge of presenting it?
- Is he or she the decision maker or only the speaker?
- Which is the specific context where the country position has to be presented? (international or regional meeting? AIPA, IPU, APPF, etc.)
- What is the objective of the meeting?

- Is it an internal document for the team of negotiators (not to be released) (to help them defend a position) or something that can be circulated before the meeting (to influence or to test the waters)?

Suggestions

Define the national position before writing the paper. It is a national position, defined by the Executive branch. It is based on permanent interests, defined by the Nation (security, sovereignty, resources, freedom of action, etc...)

Diplomatic and Strategic Considerations

- So, what are the national interests in general and in particular, in that specific context?
- Should you frankly express the national interests or only part of them to allow your country more room to negotiate?
- Do you have allies or adversaries? Which are the positions of the others around the table? Do we know them? Can we use some to counter-balance the others?
- What is the main obstacle? Who could be friendly? Who is hesitating?
- Remember some of your options: Compromise? Reject other's proposals? Postpone the decision?

Format

To answer the question "how to start a Position Paper", keep in mind that you are not only sharing your position, but also introducing the reader to see the topic being discussed from your point of view.

First, you need to include:

Date

Name of the meeting, conference, etc.

Name of writer and decision-maker

1) Establish Your Position

To establish your position, start with a brief history of the situation. Define what you see as the challenge to the global community (or at least what some of them

face). Keep in mind that your goal is to meet this challenge by the end of the paper.

Frame the issue to be discussed as something that does not only pertain to your country but, ideally, also the other countries you would want to support your policy. It is only if other countries see the topic the same way you do that they will want to join you to implement your solution.

2) Your Country's Relation to the Topic

Explain the policies used to deal with the issue in the past. You should also describe the successes or failures of those policies. In the cases where your country has a strong link to the issue, the policies could be about your country's connection to the specific issue. If your country has no direct relationship, see if similar countries to yours, or countries with similar positions, have a connection to the topic. You can also conduct research to find out if your country has a relationship to a similar topic, from where you can draw inspiration and a direction to justify your policies.

3) Extra Supporting Material

Sometimes, a position paper will need a forth section with extra supporting material. This can be a case study, or additional topic-specific information.

4) Main Priority – What You Most Want in a Resolution/Declaration

Give an outline of possible or likely solutions that your country proposes and would like to see implemented. You want your policy to be clear, concise and SMART.

SMART is an acronym to describe the criteria needed to set policy goals.

Specific – Target a specific area for improvement in your policy.
Measurable – Suggest an indicator of progress once the policy is in place.
Actionable– Specify how this policy will be implemented
Realistic – Given available resources and mandate, insure your proposed policy can realistically be attained.
Timely – Specify when the result(s) from your proposed policy can be achieved, or when to revisit.

5) Secondary Priority – What You Might (or Might not) also Support

These are options that you also propose, but that you can live without. You can also use these as ways to negotiate. You can offer to give up these ideas if other countries support your main priority.

Referencing

In-text citations and a reference list are to some extent also required for writing a position paper. This is to support the statements of your interest, your main priorities or other arguments you make in the paper. There is no specific limits in the number of citations/references to be used in a position paper. However, for this course exercise, 1-5 citations or references are recommended.

For more information on how to cite and reference material from difference sources, please refer to Annex 2: PCAsia Citing and Referencing Guidelines.

Example

For an example of a parliamentary diplomacy country position paper, please refer to Annex 1, page 26.

Draft Resolution or Final Declaration

What is often called a draft resolution, but sometimes called a final declaration, is the document agreed to by the participants of a diplomatic meeting or conference, for example AIPA or ASEP meetings. The document announces the results of the event, sometimes arrived at by majority, and other times by consensus. It states all the points of agreement, and sometimes also points out where agreement could not be reached. Of course, each diplomatic meeting or event has its own structure and style, so you should always familiarize yourself with the organization or event's previous final declarations if you are ever asked to help draft one.

Context

In the case of parliamentary diplomacy, a draft resolution or final declaration has two intended audiences. The first are the citizens of each participating nation, because Members of Parliament are their respective representatives. The second are those people working in either the Parliament or in the government of each nation. So, all text needs to be appropriate for both of these distinct groups. It should not be too technical or too severe.

The other thing to be aware of is the recent history of similar draft resolutions and final declarations. Whether things are moving forward quickly from one diplomatic meeting to the next on a particular issue, or if the same messages are repeated over and over with little effect, might affect the words you choose in your document.

Last, be aware of the scope of power that your document has. Can it be binding, or simply a recommendation? Choose words that reflect the true nature of the meeting and the text.

Format

Below you can see one format for a Draft Resolution. Of course, different parliamentary diplomacy organizations each have their own formats.

The resolution is drafted in a very free manner and no official model by the international organization (IO). The form may vary according to the IO, the issues addressed or the State that submitted the draft.

Title

The name of the International Organization (IO) (Optional)

(Capital letter-Centered at the top of the page)

Draft Resolution on

Your topic

This designed template is used only for parliamentary diplomacy educational purposes at PIC

A resolution is mainly composed of recommendations and not decisions and is a unilateral action taken by an IO. (Draft) resolution is also known as a document that seeks to solve the problems that a delegate addresses.

The heading

Submitted by: *The author of a resolution*

Noted:
 1. Font-Format:: Calibri
 2. Font size ::12
 3. Single spaced throughout resolution

Space between each section: ↑ ↓ Double spacing between clauses

The preamble:: Introductory Clause

The pre-ambulatory clauses:: The basis or the ground of the resolution

Acknowledging + the statement + ;
in bold and italics *ending with a semicolon*

Some Common Introductory phrase: it is not exhaustive

Acknowledging...; Affirming...; Appreciating...; Approving...; Aware...; Bearing in mind...; Believing...; Commending...; Concerned...; Conscious...; Considering...; Convinced...; Desiring...; **Emphasizing...;** Expecting...; Expressing...; Fully aware...; Guided by...; **Having in mind...;** Having adopted...; Having considered...; Having noted...; Having reviewed...; Noting with satisfaction...; Mindful...; Noting with approval...; Noting with concern...; Noting...; Observing...; Realising...; **Recalling...;** Recognising...; Seeking...; Taking into consideration...; Underlining...; Welcoming...; Whereas...;

1. Indicate the **issues** on which the IO wishes to **make its resolution**
 2. The preamble has common **features**
 A. recalls important and recent **statements/resolutions** of other relevant IOs.
 B. serves as a reminder of the current state of **international relations** (in the region)
 C. recalls the **concerns** of Member States to integrate other international organizations as Member States --an **advocacy role** in serving its members
 D. recalls the major **international moments** of interest to the international organization by presenting the IO's **congratulations, acknowledgements, or concerns.**

Space between each section: ↑ ↓ Double spacing between clauses

The operative clauses

The operative clauses:: ACTUAL PROPOSALS

1. Calls upon + the Substance + ; ending with a semicolon
in bold and italics

⋮

10. Has resolved + the Substance + . The last operative clause finishes with a period
in bold and italics

Some Common Operative phrase: it is not exhaustive

Accepts...; Affirms...; Approves...; Authorises...; Calls...; **Calls upon...;** Condemns...; Confirms...; Congratulates...; Considers...; **Decides...;** Declares accordingly...; Deplores...; Designates...; Draws the attention...; Emphasizes...; Encourages...; Endorses...; Expresses its hope...; Expresses its appreciation...; Further invites...; Further proclaims...; Further reminds...; Further recommends...; Further requests...; Further resolves...; Has resolved...; Notes...; Proclaims...; Reaffirms...; **Recommends...;** Regrets...; Reminds...; Requests...; Solemnly affirms...; Strongly condemns...; Supports...; Takes note of...; Transmits...; Trusts...;

1. Expresses the **positions** of the IO by calling on its members and sometimes on non-member States and other actors to **adopt** a certain **attitude** in various fields
 2. All these recommendations are drafted in a **non-binding** manner, adopting **broad** or not specifically defined obligations (**soft law**).

Reliable Sources of Information: you could refer to Publications, Conventions, Treaties, Agreements, Statements, Guidelines

Referencing

In-text citation and a reference list are not required for writing a draft resolution.

Example

For an example of a parliamentary diplomacy draft resolution, please refer to Annex 1, page 28.

For an example of a parliamentary diplomacy final declaration, please refer to Annex 1, page 30.

Speeches

Speeches are used in several domains for various purposes, but in the diplomatic context, speeches are mainly used to induce cooperation, influence perceptions, establish policy positions or help build relationships. Accordingly, speechwriting is a core diplomatic skill. A successful diplomatic speech speaks directly to an audience, uses persuasion, and responds to the moment in simple yet diplomatic language. A good diplomatic speech lead from speech into action. A good diplomatic speech is also memorable, which means it needs to say the right things, at the right time, and in the right place.

Context

Speeches in diplomacy require four sections: (1) opening salutation, (2) greeting and praise section, (3) summoning cooperation section, and (4) conclusion (Burhandeen, 2006).

(1) An opening salutation is a must in a diplomatic speech, meaning you will need to show respect to the audiences by presenting the order of salutation properly and correctly.

(2) The greeting and praise section aims to convey praise for the host country or institution, extend greeting to the speaker's country or welcome and congratulate the audience for their efforts to participate in the meeting.

(3) The summoning cooperation section seeks to address the core objectives of the speech. It usually begins with presenting a particular situation or statements of mutual concerns, followed by a subsection that describes a solution to the concern, a proposal to build a majority of ideas around it or a call for mutual cooperation or collaboration to address it.

(4) Last, the conclusion section is where the writer needs to wrap up by re-emphasizing the cooperation among the Member States again in order to achieve the goal together.

When writing the writer needs to use diplomatic language consistently. Diplomatic language refers to the language that promotes mutual cooperation instead of conflict and divisiveness between groups or nations.

Diplomatic language should consist of five features: (1) emphasizing “what to say” constructively, avoiding “what not to say”, (2) thinking of language you use for peace-building, peace-making, and peace-promoting, (3) trying to avoid the use of aggressive, insensitive, offensive, destructive language, (4) communicating both tactfully and tactically and (5) adopting a constructive perspective for expressing your attitudes, beliefs and emotions (Burhandeen, 2006).

Things to Consider

- Date
- Embargo (to distribute not before this date)
- Author of the draft
- Institution (Parliament, Commission of..., political party, coalition,...)
- Who is the speaker? MP, Senator, President, SG, ...
- Which institution does she or he belong to (Parliament, house, etc.)?
- Who are the audience?
- Which is the context of the speech? To float new proposal, to promote alternatives (to counter another speech) or to secure defensive positions (to protect the institution or previous positions)?
- What are the main goals and expected outcomes? (To convince, to build a majority of ideas or to get a minority to block)
- Is there any press conference after the speech? If so, is there a way to soften strong statements or to repeat them if needed?



Shunsuke Takei, Japan’s Parliamentary Vice-Minister for Foreign Affairs, speaks to guests at the United Nations Day 71st Anniversary Celebration in Tokyo, Japan, Nov. 21, 2016

<https://www.yokota.af.mil/News/Article-Display/Article/1013197/united-nations-71st-anniversary/>

Format

Typically, a 2 to 3 page speech will last between 6 and 10 minutes.

Structure of a speech

Title *(important reference for the headlines and record)*

Abstract *(5 lines) in the written version*

Congratulations *(with the protocol)* **(an appropriate greeting)**

Opening statement **(example)**

(To-day is a turning point for our country! Time is running out, we cannot delay any more, it is time to decide and act! Excellency, we fully support, my colleagues and myself, your courageous decision! Excellency, we are deeply sorry to come to a point where we cannot any more keep silence on negative trends) etc. . .

Main arguments **(example)**

(I have three remarks to share on recent legislative developments and one concrete proposal which, I hope, will be supported by my colleagues)

Quotes *(to support the demonstration and win approval of the audience)* **(example)**

(it's better to jaw-jaw than to war-war, Winston Churchill) (Never give up. Today is hard, tomorrow will be worse, but the day after tomorrow will be sunshine. Jack Ma, founder of Alibaba Group) (I suppose leadership at one time meant muscles; but today it means getting along with people. Mahatma Gandhi

Conclusion *(repetition of the key points)*

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Referencing

In-text citations and a reference list are sometimes (not always) required for writing a speech as you may need to add evidence, facts and quotes to support your opening statements or main arguments. There is no specific limits in the number of citations/references to be used in a speech. However, for this course exercise, 0-5 citations or references are recommended.

For more information on how to cite and reference material from difference sources, please refer to Annex 2: PCAsia Citing and Referencing Guidelines.

Example

For an example of a parliamentary diplomacy speech, please refer to Annex 1, page 32.

Annex 1: Essential Parliamentary Diplomacy Documents Example Texts

Memorandum

The example memorandum shown below was written by Ms. So Phalleap, with some recommended edits from PCAsia blended learning facilitators, as part of parliamentary diplomacy training. Now a staff member in the International Affairs Research Unit of the Department of Protocol and International Relations of the Cambodia Senate, Ms. So Phalleap participated in the first intake of the PCAsia-PPD in 2019.

Memorandum	
MEMORANDUM	
To:	Mentors
From:	So Phalleap
Date:	08 July, 2019
Subject:	The importandc of the Belt and Road Initiative in developing countries
<p>China’s Belt and Road Initiative or Maritime Silk Road is greatly influencing the world since it was introduced by President Xi Jinping in 2013. Recently, China is taking a significant role in global development through the Belt and Road Initiative, especially in developing countries. China is now the second largest source of development in the world, due to China’s growing authority and promotion of its own initiatives, which is making their power well known in the world. China is also working to help and support other countries by providing infrastructure, energy and communication development. Moreover, China wants developing countries to model developed countries and become modern states.</p> <p>Besides that, the strategy of the Belt and Road Initiative is to make new projects operational and provide financing. There are benefits of this initiative as China seeks to build links between China’s economy and those of Central and Southeast Asia, the Indian Ocean region, the Middle East and Europe. Furthermore, China has contributed 40 billion dollars to the Silk Road Fund in promoting infrastructure projects and investment opportunities in 64 countries to address global challenges, including creating the Asian Infrastructure Investment Bank (AIIB).</p>	

Since the declaration of this strategy, it has been more important to developing countries than developed countries. In recent years the bilateral cooperation between China-Pakistan was called the China-Pakistan Economic Corridor (CPEC). These two countries implemented a multi projects initiative, which is taking place entirely in Pakistan and widely consists of energy and transport infrastructure. It also related to peace, security and economic challenges. Furthermore, CPEC is one part of the China's Belt and Road Initiative in improving economic between these countries.

Cambodia also is among those countries which were targeted by the Belt and Road of China initiative. Cambodian leaders have noted an important correlation between the Belt and Road Initiative and Cambodia's economic development. In addition, China helped develop Cambodia's economic growth and address its infrastructure, such as access to electricity and rural transportation. In 2016, in hydro-electricity, China played the biggest source of investment, more than 3.37 billion dollars in seven projects that produce 1,328 Megawatts. Within this initiative, China also played an important role in Cambodia's physical infrastructure development. As a result, in 2017, China supported and helped Cambodia to complete the construction of more than 1,500km of roads as well as seven important bridges.

Taking everything into consideration, the Belt Road Initiative of China is remarkable to some countries around the world, especially to developing countries like Pakistan and Cambodia. China is playing an important part through some sectors to these countries, such as developing infrastructure and significant efforts to deliver economic growth. This can help those countries have the same standard of living as Western States.

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Country Position Paper

The example country position paper shown below was taken from *How to Write a Position Paper*, which can be accessed at <https://www.wisemee.com/how-to-write-a-mun-position-paper/>.

Country: Angola
 Topic: Combating Global Hunger

Example of Position Paragraph

The Republic of Angola believes access to water is the best way to combat global hunger. Hunger should be a thing of the past year in 2018, over 795 million people do not have enough food to lead a healthy life. This does not count the half of the world's population, more than 3 billion people, living on less than \$2.50 a day. For better or worse, the road to more accessible and cheaper food is strongly related to water supply. Some countries have an abundance of water, such as: Canada, Scotland and Switzerland. Others have next to no water, such as: Yemen, Libya and Djibouti, or low rainfall like Namibia and Sudan which creates water scarcity and desertification. The solution to all of these problems is the weather control that comes from cloud-seeding, with richer countries already reaping the benefits. The National Center of Meteorology and Seismology (NCMS) witnessed an increase in rainfall of 10–15% in polluted air and 30–35% in clean air. China uses cloud seeding over several increasingly arid regions including Beijing, the capital. In 2017, the United Arab Emirates launched 235 cloud-seeding operations by five cloud-seeding planes based in Al Ain. The use and success proves the technology works, but it is only accessible to those who can afford setting up the mechanisms to cloud seed, or pay for the chemicals from companies like Bayer and DowDuPont Inc, who control the patents and sales rights.

Example of Relation to the Topic

Angola's history is scarred with conflicts arising from the abuse and mismanagement of natural resources, such as: iron ore, petroleum, uranium and diamonds. Angola is oil rich, while our people are dirt-poor. We stand at 149 out of 186 on the 2016 Human Development Index poverty scale. In rural areas, which contain 38.5 percent of the population, only 6% of rural households have access to electricity. 38 percent do not have access to safe water sources. Approximately 15 out of every 100 children do not survive beyond the age of five, meaning the child mortality rate is around 17 percent. These challenges are especially difficult for us, as our new president, Joao Lourenco, needs to reform years of cronyism and corruption under former President José Eduardo dos Santos. During his 38 years in power, infrastructure has not been developed while tens of billions of petrodollars disappeared. The 2014 oil slump made our situation worse, reaffirming that we are unable to pull ourselves up on our own. Additionally, we do not get enough rain; we only get 32 days of rain with more than 0.1mm of rainfall per year, meaning only 2.7 days of quality rain, sleet and snow per month. Not enough to maintain adequate crop yields.

Example of Extra Supporting Material

The global system that depends on technologies provided by companies like Corteva is strongly entrenched in the Sub Saharan agriculture sector, as well as all over the world. The four biggest companies, Bayer-Monsanto, ChemChina, Corteva and Syngenta have 59 percent of the world's patented seeds, 64 percent of all pesticides and held near monopolies over other agrichemicals. The use of these crops and chemicals have become fundamental to grow corn in Tanzania, potatoes in Kenya and other crops in sub-Saharan Africa throughout their diverse range of crops and terrains.

This position of power persists because the sub-Saharan farmers are similar in their lack of access to best practices, techniques, technologies, finances and markets. This lack of skills is combined with limited resources results in agriculture sector that is as under-development in agriculture as it is dependent on companies like ChemChina.

Example of Proposal

Angola advocates for a UN-sanctioned policy that gives is permission for dry developing countries to locally produce the technologies of German rainfall enhancement leader WeatherTec Services GmbH. WeatherTecs cutting edge technologies to improve water access are cheaper than many of their competitors but the operating costs start at 11 – 15 million Euros a year. Loosening the patent restrictions of biotechnology corporations like WeatherTec will allow nations like Angola to make generic replicas of their patented chemicals at a fraction of the cost and finally achieve water independence. We do not believe the United Nations should subsidize the cost of the chemicals, as the subsidy is a temporary solution and it would take funds from other important programs while leaving the corporations with the same level of control. Today, aside from South Africa, none of us can afford cloud seeding. We can cloud seed on our own if freed from the shackles of patent laws that benefit the rich. Dupot made net sales of \$62.5B in 2017, by charging prices which the poorer dry countries could never afford. The UN should allow the relevant member states to locally produce WeatherTecs technologies so we can join the ranks of self-sufficient nations who can provide for themselves the basic water needs to survive.

Draft Resolution

The example draft resolution shown below was written by Ms. Aline Ruth Vidal-Villaluz as part of parliamentary diplomacy training. A committee secretary from the Philippines’ House of Representatives, Ms. Aline Ruth Vidal-Villaluz participated in the first intake of the PCAAsia-PPD in 2019.

ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA)

DRAFT RESOLUTION URGING ASEAN MEMBER STATES (AMS) TO SUSTAIN AND ENHANCE MICRO, SMALL, MEDIUM-SIZED ENTERPRISES (MSMEs) AS A MEANS TO TRADE FACILITATION, INNOVATION AND THE REALIZATION OF SUSTAINABLE DEVELOPMENT GOALS (SDGs) IN THE REGION

*Submitted by the Honorable Speaker, House of Representatives,
Congress of the Philippines*

Whereas on 22 June 2019 during the ASEAN Leaders' Interface with AIPA in Thailand, under the theme "Advancing Parliamentary Partnership for Sustainable Community." The meeting discussed AIPA's role in raising public awareness on legislative cooperation, the expedition of legal procedures to enforce ASEAN agreements and the promotion of legal harmonization among ASEAN Member States;

Recalling the vision of ASEAN Economic Community (AEC) Blueprint 2025 builds on the following thrusts, namely: (i) A Highly Integrated and Cohesive Economy; (ii) A Competitive, Innovative, and Dynamic ASEAN; (iii) Enhanced Connectivity and Sectoral Cooperation; (iv) A Resilient, Inclusive, People-Oriented, and People-Centred ASEAN; and (v) A Global ASEAN;

Recalling further the AIPA Resolution on "Regional Efforts to Address the Impact of Global Trade Tension between Economic Powerhouses adopted during the 39th General Assembly of AIPA in Singapore in 2018 in order to pursue the objective of being a resilient and innovative community despite the prevailing trade conditions;

Bearing in mind the previous efforts of ASEAN and AIPA in harnessing the efficiency and productivity of MSMEs through various resolutions and cognizant of the fact that MSMEs are change innovators and provider of robust economic growth in the region;

Acknowledging the work of the United Nations Economic and Social Commission for Asia and the Pacific (UN-ESCAP) particularly the Trade, Investment and Innovative Division (TIID) and the World Trade Organization (WTO) in helping developing countries create and implement trade related strategies and facilitation, investment access, innovation capabilities and assist MSMEs to be competitive and integrate into the regional and global supply chains;

Fully aware that the realization of SDG No. 8 on Decent Work and Economic Growth and SDG No. 9 on Industry, Innovation, and Infrastructure are essential to uplift the lives of the citizens of this region and thereby achieve the AEC Blueprint 2025;

Recognizing that while trade, investment and innovation are drivers of economic growth, true progress rests in part on inclusivity and gender equality or the realization of SDG No. 5;

Affirming the role of MSMEs as a microcosm of an effective platform of integrating preparedness for the fourth industrial revolution, utilizing the digital and green economy, harnessing the competence and skills of women workers and providing for a gender-equal work environment;

Hereby resolves to:

1. Reaffirm our commitment as the legislative arm of ASEAN, to dispense the role of parliaments to formulate timely and relevant enabling policies to sustain

the economic gains brought about by the MSMEs and enhance their capability to fulfill the sustainable development goals;

2. Call upon AIPA Member Parliaments to urge their governments to review their domestic laws and regulations concerning MSMEs and evaluate the status of their implementation along with their regional and global commitments to build connectivity and platforms, support MSMEs on information and research, technical assistance, efficient government services, financing, access to markets and credits, among others;

3. Call upon AIPA Member Parliaments to encourage AMS to promote a humane type of entrepreneurship by ensuring fair wages and sound labor practices, gender equality, engagement to innovative trade facilitation and preparedness to a digitally and technology-driven economy; and

4. Recommend the effective linkage and partnership with WTO, UN-ESCAP/TIID and other partners to seek their assistance on capacity building measures relative to know how on innovative technology, the crafting of strategic investment policies, effective trade negotiations and enhance competitiveness to foster the growth of ASEAN MSMEs into becoming building blocks for regional and global economic efficiency.

Adopted on the _____ day of _____ 2019 in Cambodia.

Final Declaration

Below is a mock ASEP final declaration, produced by consensus at the end of the Parliamentary Diplomacy Simulation Exercise that took place at the end of the First Intake of PCAsia's PCAsia Program on Parliamentary Diplomacy, in 2019.

Final Declaration of the 11th Asia-Europe Parliamentary Partnership Meeting

Phnom Penh, Cambodia, 29 November 2019

Strengthening Multilateralism for Shared Growth

1. The Eleventh Asia-Europe Parliamentary Partnership Meeting (ASEP) was held in Phnom Penh, Cambodia, 28-29 November 2019.

2. AT the invitation of Ms. Zulfa Amirah, Speaker of the National Assembly of Cambodia, Parliamentarians from Australia, Cambodia, China, Germany, India and Sweden, were invited to attend the Meeting as Guests of the Host Parliament.
3. The host Speaker warmly welcomed the Parliamentarians to the Meeting.
4. ASEP Parliamentarians expressed their commitment to peace, stability and prosperity in the ASEM area.

Connecting the Connectivities: Trade Networks and Infrastructure

5. EU-ASEP members have shared with Asian members their new experience about 5G Technology (Digital Service Act) and the lack of regulations to control the new technology, and to monitor cyber-attacks or threats, which are a shared challenge for all ASEP member Parliaments. This is agreed to by all countries. The EU will come up with a legal framework, namely the Digital Services Act.

Promoting Rules-based Multilateral Trading System towards Sustainable Development

6. We strongly believe that Parliaments can promote sustainable development actions by 2020. All ASEP member Parliaments will recommend to our respective governments to push for amendments of the rules governing the WTO, particularly on reforming the dispute-settlement mechanism, rule-making and transparency requirements.
7. ASEP will organize an exploratory committee or create a study group on Asia-Europe Strategic Autonomy composed of ten (10) Members from both Asian and European countries, who will undertake to research, study, gather data and connect with experts on the possibility of this partnership, specifically on economic trade relations. This group will give a report to the ASEP plenary in its 12th Meeting in 2022.
8. ASEP recognize that there is an ongoing global trade war that is affecting international trade, peace, stability and prosperity of nations. The impact is so profound that it has reached the global level that the world economy has decreased. Therefore ASEP has to take action in persuading their counterparts in the two major world economic powers to act on behalf of their governments to accomplish this. ASEP encourages peaceful dialogue between them.

Climate Change and Water-Food-Energy Security Nexus

9. All member parliaments should contribute to a strong dialogue and commitment between executive level and parliamentary level. Parliaments should revise the existing laws that do not fully support the climate action and legislate new laws and regulations that comply with international agreements on climate change. Besides, it is duties of parliamentarians to contribute to disaster risk reduction and disaster management.
10. ASEP member countries discussed the experiences, impacts and challenges they have encountered from climate change and shared their solutions to take certain climate actions in order to protect the well-being of their citizens as well as to

strengthen multilateral cooperation with other countries in the EU, Asia and the world. Parliaments play an important role in legislating laws and regulations for climate action, adapting and mitigating strategies by harmonizing international agreements with existing domestic laws and climate policies and monitoring the government's action in combatting climate change issue.

Paris Agreement

11. All six countries reaffirm their shared commitment to the Paris Agreement. Therefore, ASEP calls for mutual cooperation from the US to return to Paris Agreement. ASEP should share and transfer its technology among themselves as well as providing expertise, training, funding and R&D for any countries that require any assistance. ASEP promotes that all member countries to increase commitments to curb greenhouse gases by aiming for "zero net" emission by 2050.

ASEP urged for the preventive measures to address human activities that cause bushfire and supports the campaign of "Make a Difference, Plant a Tree".

Food-Water-Energy Security

12. Parliamentarians should recognize the critical importance of food, water and energy for development. They are uniquely positioned to assist the political will to promote renewable energy development, by shaping enabling policies including long-term fiscal incentives and transparent regulatory framework, as well as significant role of budget allocation. ASEP also calls for stable policy settings to ensure the necessary investment to meet its missions in renewable energy.

13. ASEP member Parliaments call for more action to combat climate change through ASEP and AIPA channels in order to promote multilateral cooperation in climate action. ASEP supports the awareness and responsibilities of parliamentarians to combat climate change through Parliamentary Diplomacy.

Migration, women and children

14. ASEP encourages women empowerment by promoting roles of immigrant women for the fight against climate change and in environmental protection policies. ASEP countries, under certain rules, accept the migrant families (who are affected by climate change) into their countries for humanitarian reasons.

Speech

"The Decision to Go to the Moon"

by American President John F. Kennedy, May 25, 1961

View the video of the speech here -

<https://www.youtube.com/watch?v=WZyRbnpGyzQ>

President Pitzer, Mr. Vice President, Governor, Congressman Thomas, Senator Wiley, and Congressman Miller, Mr. Webb, Mr. Bell, scientists, distinguished guests, and ladies and gentlemen:

I appreciate your president having made me an honorary visiting professor, and I will assure you that my first lecture will be very brief.

I am delighted to be here and I'm particularly delighted to be here on this occasion. We meet at a college noted for knowledge, in a city noted for progress, in a state noted for strength, and we stand in need of all three, for we meet in an hour of change and challenge, in a decade of hope and fear, in an age of both knowledge and ignorance. The greater our knowledge increases, the greater our ignorance unfolds.

Despite the striking fact that most of the scientists that the world has ever known are alive and working today, despite the fact that this Nation's own scientific manpower is doubling every 12 years in a rate of growth more than three times that of our population as a whole, despite that, the vast stretches of the unknown and the unanswered and the unfinished still far outstrip our collective comprehension.

No man can fully grasp how far and how fast we have come, but condense, if you will, the 50,000 years of man's recorded history in a time span of but a half-century. Stated in these terms, we know very little about the first 40 years, except at the end of them advanced man had learned to use the skins of animals to cover them. Then about 10 years ago, under this standard, man emerged from his caves to construct other kinds of shelter. Only five years ago man learned to write and use a cart with wheels. Christianity began less than two years ago. The printing press came this year, and then less than two months ago, during this whole 50-year span of human history, the steam engine provided a new source of power. Newton explored the meaning of gravity. Last month electric lights and telephones and automobiles and airplanes became available. Only last week did we develop penicillin and television and nuclear power, and now if America's new spacecraft succeeds in reaching Venus, we will have literally reached the stars before midnight tonight.

This is a breathtaking pace, and such a pace cannot help but create new ills as it dispels old, new ignorance, new problems, new dangers. Surely the opening vistas of space promise high costs and hardships, as well as high reward.

So it is not surprising that some would have us stay where we are a little longer to rest, to wait. But this city of Houston, this state of Texas, this country of the United States was not built by those who waited and rested and wished to look behind them. This country was conquered by those who moved forward—and so will space.

William Bradford, speaking in 1630 of the founding of the Plymouth Bay Colony, said that all great and honorable actions are accompanied with great difficulties, and both must be enterprised and overcome with answerable courage.

If this capsule history of our progress teaches us anything, it is that man, in his quest for knowledge and progress, is determined and cannot be deterred. The exploration of space will go ahead, whether we join in it or not, and it is one of the great adventures of all time, and no nation which expects to be the leader of other nations can expect to stay behind in this race for space.

Those who came before us made certain that this country rode the first waves of the industrial revolution, the first waves of modern invention, and the first wave of nuclear power, and this generation does not intend to founder in the backwash of the coming age of space. We mean to be a part of it—we mean to lead it. For the eyes of the world now look into space, to the moon and to the planets beyond, and we have vowed that we shall not see it governed by a hostile flag of conquest, but by a banner of freedom and peace. We have vowed that we shall not see space filled with weapons of mass destruction, but with instruments of knowledge and understanding.

Yet the vows of this Nation can only be fulfilled if we in this Nation are first, and, therefore, we intend to be first. In short, our leadership in science and industry, our hopes for peace and security, our obligations to ourselves as well as others, all require us to make this effort, to solve these mysteries, to solve them for the good of all men, and to become the world's leading space-faring nation.

We set sail on this new sea because there is new knowledge to be gained, and new rights to be won, and they must be won and used for the progress of all people. For space science, like nuclear science and all technology, has no conscience of its own. Whether it will become a force for good or ill depends on man, and only if the United States occupies a position of pre-eminence can we help decide whether this new ocean will be a sea of peace or a new terrifying theater of war. I do not say that we should or will go unprotected against the hostile misuse of space any more than we go unprotected against the hostile use of land or sea, but I do say that space can be explored and mastered without feeding the fires of war, without repeating the mistakes that man has made in extending his writ around this globe of ours.

There is no strife, no prejudice, no national conflict in outer space as yet. Its hazards are hostile to us all. Its conquest deserves the best of all mankind, and its opportunity for peaceful cooperation many never come again. But why, some say, the moon? Why choose this as our goal? And they may well ask why climb the highest mountain? Why, 35 years ago, fly the Atlantic? Why does Rice play Texas?

We choose to go to the moon. We choose to go to the moon in this decade and do the other things, not because they are easy, but because they are hard, because that goal will serve to organize and measure the best of our energies and skills, because that challenge is one that we are willing to accept, one we are unwilling to postpone, and one which we intend to win, and the others, too.

It is for these reasons that I regard the decision last year to shift our efforts in space from low to high gear as among the most important decisions that will be made during my incumbency in the office of the Presidency.

In the last 24 hours we have seen facilities now being created for the greatest and most complex exploration in man's history. We have felt the ground shake and the air shattered by the testing of a Saturn C-1 booster rocket, many times as powerful as the Atlas which launched John Glenn, generating power equivalent to 10,000 automobiles with their accelerators on the floor. We have seen the site where five F-1 rocket engines, each one as powerful as all eight engines of the Saturn combined, will be clustered together to make the advanced Saturn missile, assembled in a new building to be built at Cape Canaveral as tall as a 48 story structure, as wide as a city block, and as long as two lengths of this field.

Within these last 19 months at least 45 satellites have circled the earth. Some 40 of them were made in the United States of America and they were far more sophisticated and supplied far more knowledge to the people of the world than those of the Soviet Union.

The Mariner spacecraft now on its way to Venus is the most intricate instrument in the history of space science. The accuracy of that shot is comparable to firing a missile from Cape Canaveral and dropping it in this stadium between the 40-yard lines.

Transit satellites are helping our ships at sea to steer a safer course. Tiros satellites have given us unprecedented warnings of hurricanes and storms, and will do the same for forest fires and icebergs.

We have had our failures, but so have others, even if they do not admit them. And they may be less public.

To be sure, we are behind, and will be behind for some time in manned flight. But we do not intend to stay behind, and in this decade, we shall make up and move ahead. The growth of our science and education will be enriched by new knowledge of our universe and environment, by new techniques of learning and mapping and observation, by new tools and computers for industry, medicine, the home as well as the school. Technical institutions, such as Rice, will reap the harvest of these gains. And finally, the space effort itself, while still in its infancy, has already created a great number of new companies, and tens of thousands of new jobs. Space and related industries are generating new demands in investment and skilled personnel, and this city and this state, and this region, will share greatly in this growth. What was once the furthest outpost on the old frontier of the West will be the furthest outpost on the new frontier of science and space. Houston, your city of Houston, with its Manned Spacecraft Center, will become the heart of a large scientific and engineering community. During the next 5 years the National Aeronautics and Space Administration expects to double the number of scientists and engineers in this area, to increase its outlays for salaries and expenses to \$60 million a year; to invest some \$200 million in plant and laboratory facilities; and to direct or contract for new space efforts over \$1 billion from this center in this city.

To be sure, all this costs us all a good deal of money. This year's space budget is three times what it was in January 1961, and it is greater than the space budget of the previous eight years combined. That budget now stands at \$5,400 million a year—a staggering sum, though somewhat less than we pay for cigarettes and cigars every year. Space expenditures will soon rise some more, from 40 cents per person per week to more than 50 cents a week for every man, woman and child in the United States, for we have given this program a high national priority—even though I realize that this is in some measure an act of faith and vision, for we do not now know what benefits await us. But if I were to say, my fellow citizens, that we shall send to the moon, 240,000 miles away from the control station in Houston, a giant rocket more than 300 feet tall, the length of this football field, made of new metal alloys, some of which have not yet been invented, capable of standing heat and stresses several times more than have ever been experienced, fitted together with a precision better than the finest watch, carrying all the equipment needed for propulsion, guidance, control, communications, food and survival, on an untried mission, to an unknown celestial body, and then return it safely to earth, re-entering the atmosphere at speeds of over 25,000 miles per hour, causing heat about half that of the temperature of the sun—almost as hot as it is here today—and do all this, and do it right, and do it first before this decade is out—then we must be bold.

I'm the one who is doing all the work, so we just want you to stay cool for a minute. However, I think we're going to do it, and I think that we must pay what needs to be paid. I don't think we ought to waste any money, but I think we ought to do the job. And this will be done in the decade of the Sixties. It may be done while some of you are still here at school at this college and university. It will be done during the terms of office of some of the people who sit here on this platform. But it will be done. And it will be done before the end of this decade.

And I am delighted that this university is playing a part in putting a man on the moon as part of a great national effort of the United States of America.

Many years ago the great British explorer George Mallory, who was to die on Mount Everest, was asked why did he want to climb it. He said, "Because it is there."

Well, space is there, and we're going to climb it, and the moon and the planets are there, and new hopes for knowledge and peace are there. And, therefore, as we set sail we ask God's blessing on the most hazardous and dangerous and greatest adventure on which man has ever embarked.

Thank you.

Annex 2: PCAsia Citing and Referencing Guidelines

At PCAsia, in-text citations with numeric styles are recommended. In the numeric style, the citation is indicated by a number.

Example:

Smith [1] identified a statistical correlation between...

For quotation, we should include page numbers if we quote directly from the text, paraphrase specific ideas or explanations, or use an image, diagram, table, etc. from a source.

Example for Direct Quote:

- “Dr. Scharschmidt completed her residency in 2012, joined the Leaders Society in 2013, and became a new volunteer this year to encourage other young dermatologists in her area to join her in leadership giving”[19,p.90].

(If the name of the organization is used in the text, place number in parentheses.)

For the reference list, the formats of the Harvard PCAsia referencing style guide are as follows:

Books with One Author

Last name, First initial. (Year published). *Title*. City published: Publisher, Page(s).

Books with Two or More Authors

Last name, First initial. and Last name, First initial. (Year published). *Title*. City: Publisher, Page(s).

Chapters in Edited Books

Last name, First initial. (Year published). Chapter title. In: First initial. Last name, ed., *Book Title*, 1st ed.* City: Publisher, Page(s).

Print Newspaper Articles

Last name, First initial. (Year published). Article title. *Newspaper*, page(s).

Online Newspaper Articles

Last name, First initial. (Year published). Article title. *Newspaper*, [online] pages. Available at: URL [Accessed Day Mo. Year].

Print Magazines

Last name, First initial. (Year published). Article title. *Magazine*, (Volume), Page(s).

Print Journal Articles

Last name, First initial. (Year published). Article title. *Journal*, Volume (Issue), Page(s).

Online Journal Articles

Last name, First initial. (Year published). Article Title. *Journal*, [online] Volume (Issue), pages. Available at: URL [Accessed Day Mo. Year].

Websites

Last name, First initial (Year published). *Page title*. [online] Website name. Available at: URL [Accessed Day Mo. Year].

Online Conference Proceedings

Last name, First initial. (Conference Year). Title of Paper or Proceedings. In: *Name or Title of Conference*. [online] City: Publisher of the Proceedings, pages. Available at: URL [Accessed Day Mo. Year].

Print Report

Last name, First Initial, (Year published). *Title*. City published: Publisher, Pages used.

Online Report

Last name, First Initial. OR Corporate Author (Year published). *Title*. [online] City published: Publisher, Pages used. Available at: URL [Accessed Day Mo. Year].

Court Cases

Case name [Year published] Report abbreviation Volume number (Name or abbreviation of court); First page of court case.

Dissertations

Last name, First initial. (Year published). *Dissertation title*. Academic Level of the Author. Name of University, College, or Institution.

DVD, Video, and Film

Film title. (Year published). [Format] Place of origin: Film maker.

Government Publications

Government Agency OR Last name, First Initial., (Year published). *Title of Document or Article.* City published: Publisher, Page(s).

Online Images or Videos

Last name, First initial. OR Corporate Author. (Year published). *Title/description.* [format] Available at: URL [Accessed Day Mo. Year].

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- If the publishing year is unavailable, use the abbreviation n.d., which stands for no date
- If no author name, please start the reference with the title of the source
- If an online source has a long URL (Ex: longer than one line), it is acceptable to shorten the URL up to the first forward slash (/).